



Date: 10 April 2017  
Our ref: Cabinet/Agenda  
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## OVERVIEW & SCRUTINY PANEL

25 APRIL 2017

A meeting of the Overview & Scrutiny Panel will be held at **7.00 pm on Tuesday, 25 April 2017** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillor D Saunders (Chairman); Councillors: G Coleman-Cooke (Deputy Chair), Ashbee, Campbell, Connor, Curran, Dennis, Dexter, Dixon, Falcon, Hayton, Jaye-Jones, Martin, Parsons and Rusiecki

## AGENDA

Item  
No

Subject

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest form attached at the back of this agenda. If a Member declares an interest, they should complete that form and hand it to the officer clerking the meeting and then take the prescribed course of action.
3. **MINUTES OF PREVIOUS MEETING** (Pages 3 - 6)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 14 February 2017, copy attached.
4. **MINUTES OF EXTRAORDINARY MEETING** (Pages 7 - 10)  
To approve the Minutes of the Overview and Scrutiny Panel meeting held on 02 March 2017, copy attached.
5. **CABINET MEMBER PRESENTATION - THE NEW ANTI-SOCIAL BEHAVIOUR TOOLS**  
Councillor Lin Fairbrass, Deputy Leader & Cabinet Member for Community Services to make a presentation on the new Anti-Social Behaviour Tools.
6. **RESPONSES FROM CABINET TO OVERVIEW & SCRUTINY PANEL RECOMMENDATIONS** (Pages 11 - 18)

Item  
No

Subject

7. **REVIEW OF PUBLIC SPEAKING AT OVERVIEW AND SCRUTINY PANEL MEETINGS**  
(Pages 19 - 22)
8. **REVIEW OF OSP WORK PROGRAMME 2016/17** (Pages 23 - 36)
9. **FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 05 APRIL 2017 - 30 NOVEMBER 2017** (Pages 37 - 46)

**Declaration of Interest form - back of agenda**



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# Public Document Pack Agenda Item 3

## OVERVIEW & SCRUTINY PANEL

Minutes of the meeting held on 14 February 2017 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor David Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, Connor, Curran, Dexter, Dixon, Falcon, Hayton, Parsons and Evans.

**In Attendance:** Councillors K Coleman-Cooke, L Fairbrass, M Saunders, Stummer-Schmertzing and Townend.

### 96. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Dennis, Martin, Jaye-Jones and Rusiecki. Councillor Evans was present as a substitute for Councillor Rusiecki.

### 97. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 98. MINUTES OF PREVIOUS MEETING

Councillor Campbell proposed, Councillor Connor seconded and Members agreed the minutes as a correct record of the meeting that was held on 26 January 2017.

### 99. STRATEGIC ASSET MANAGEMENT PLAN 2017-2021

Tim Howes, Director of Corporate Governance, and Matthew Hill, Head of Asset Management, introduced the plan and made the following points:

- The Plan was a high level strategic document which set out the following four individual, albeit connected, objectives.
  - Compliance.
  - A Strategic approach to assets.
  - Reviewing and rationalising the estate.
  - Reducing expenditure and increasing income.
- The Plan was for the next five years; however it was expected to be reviewed during this period.

The following points were noted in response to comments and questions from Members:

- When assessing whether to dispose of an asset there were a number of factors considered, which included: current condition, current site value, potential future site value, cost of maintenance/restoration, current usage and future usage. A balanced view was then taken.
- As many Local Authorities (LAs) have a large number of assets, the Government was encouraging LA's to look at their asset base and dispose of assets that do not offer value for money.
- The Plan offered a high level starting point; however the key detail about implementation would be in the delivery plan.

- Recent assets sold at auction had achieved around the values expected by the Council. When auctioned, assets are often given a lower guide price to encourage interest and bidding.
- The Council's medium term financial plan expected the Council to receive £2.3 million for disposed assets in 2017/18. There was often a double benefit to the sale of assets, there was income generated from the sale and a reduction in maintenance costs.
- The Council had a robust community asset transfer template by which any requests to transfer assets to community organisations would be judged against the Council's needs. The Equality Act 2010 had replaced the Disability Discrimination Act, compliance was included in the asset management objectives part of the Plan.
- A focus for improvement was regarding communication with those connected to assets that were considered for disposal.

Members recommended the Draft Strategic Asset Management Plan to Cabinet, subject to the correction of the header on alternate pages.

#### **100. COMMUNITY SAFETY PARTNERSHIP PLAN 2017-2020**

Councillor L Fairbrass, Cabinet Member for Community Services, and Penny Button, Head of Safer Neighbourhoods, introduced the Plan and made the following points:

- The Plan set out proposals for the partnership for the next three years and included an action which would be updated annually.
- The proposed focus areas were:
  - Reducing offending and reoffending.
  - Safeguarding vulnerability.
  - Community reassurance.
- 75.9% of the 340 responses to the engagement survey on community perceptions and partnership focus areas for 2017-20, agreed or strongly agreed with the three proposed focus areas.
- The survey was conducted in January 2017 and found that:
  - 46.4% of residents responded that they felt safety had deteriorated over that last 12 months. It was identified that this perception was influenced by 'groups hanging around' and 'how the area looks – eg. Run down'.
  - In order of priority, respondents were most concerned about: dog fouling, litter, nuisance parking, people dealing drugs, intimidating groups and flytipping.
- There had been a rise in reported neighbourhood crime; the Police advised that this increase was partly due to changes in the recording of crime. It was also noted that homelessness had increased within the district.

The following points were noted in response to comments and questions from Members:

- The Community Safety Partnership Working Party (CSPWP) could review nuisance parking as part of its work programme.
- The CSPWP received a very useful presentation regarding anti-social behaviour; this included a tool kit for Councillors and the public for dealing with antisocial behaviour. It was suggested that the presentation should also be given the Overview and Scrutiny Panel.
- Ms Button offered to confirm to Councillor Campbell outside of the meeting how £367,000 of unallocated Disabled Facilities Grants for 2016/17 would be

used. This unallocated funding was reported to the Thanet Health and Wellbeing Board on 8 September 2016.

- Although final figures were not yet available as the projects were still ongoing, the Aspire and Winter Shelter projects were a success and had seen a number of homeless people moved into accommodation.
- Improved public awareness of the excellent work of the Community Safety Partnership could help to improve the public's perception of crime levels, however public attendance at community safety events continued to be low. The partnership was looking at ways to promote its work and encourage public engagement.
- Many of the dates on the 2017/18 action plan that related to the Probation Service appear to be late in the year.
- A strategy to reduce graffiti would be formulated once the Plan had been agreed.
- The aim of the action point regarding the mental health of longer serving offenders post release, was to submit a bid for additional funding.

Councillor Campbell proposed, Councillor Ashbee seconded and Members agreed to recommend the draft Thanet Community Safety Plan for 2017-20 to Cabinet, for recommendation of approval by the Thanet Community Safety Partnership; subject to the following suggestions:

- That the Plan includes actions to reduce incidence of speeding vehicles and inconsiderate parking
- That the dates for action by the Probation Service in the action plan be brought forward in the year.
- That the anti-graffiti strategy be considered by OSP Members once drafted.

#### **101. REVIEW OF OSP WORK PROGRAMME 2016/17**

The Chairman brought Members attention to paragraph 5 of the report which requested comments from Members for the annual Overview and Scrutiny Panel (OSP) report. He requested responses by Friday 17 February, and intended for the draft report to be considered at the next OSP meeting before going to Council on 22 March 17.

Nick Hughes, Committee Services Manager, advised that there were currently no scrutiny reviews underway, as shown in annex 2 of the report and encouraged Members to suggest topics for future reviews

It was agreed that the OSP would receive the Anti-Social Behaviour Tool Kit presentation that was offered to the CSPWP recently.

Members noted the report.

#### **102. FORWARD PLAN AND EXEMPT CABINET REPORT LIST FOR PERIOD 11 JANUARY 2017 - 30 JUNE 2017**

Nick Hughes, Committee Services Manager, introduced the item. The following points were noted in response to comments and questions from Members:

- Westcliff Hall had remained on the Plan for some time due to the complex nature of the site.
- Mr Hughes would respond outside of the meeting to Councillors Campbell's enquiry regarding the content of the Parking Strategic Delivery Plan 2017-20.

Meeting concluded: 8.10 pm

## EXTRAORDINARY OVERVIEW & SCRUTINY PANEL

Minutes of the extraordinary meeting held on 02 March 2017 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor D Saunders (Chairman); Councillors G Coleman-Cooke, Ashbee, Campbell, Connor, Dexter, Dixon, Falcon, Hayton, Jaye-Jones, Martin, Parsons, Rusiecki and M Saunders

**In Attendance:** Councillors Crow-Brown and K Coleman-Cooke

### 103. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Dennis;  
Councillor Curran, substituted by Councillor M. Saunders.

### 104. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 105. BUSINESS CASE, SINGLE EAST KENT COUNCIL

Madeline Homer, CEx introduced the report and gave a brief background of the process that started with a July 2016 Full Council adoption of the Statement of Intent to explore the potential for the creation of a single East Kent district by the five district councils. They then asked for the drafting of a business case to explore the proposals further. This led to a report that was considered by Cabinet on 16 February 2017.

Hannah Thorpe, Head of Communications gave a rundown of the methodology to be used for the public consultation and stakeholder engagement. Miss Thorpe made the following points:

- There would be four strands to the consultation;
  - 1,000 sample survey to be used, consisting of 250 randomly selected residents for each of the four districts that will take part.
  - There will be pre-selection questions that will be asked before respondents are accepted into the 1,000 sample population;
  - There will be an open questionnaire which can be completed by any member of the public;
- Single day Stakeholder Forum to be held with local businesses, education and other sectors;
- Series of residents stakeholder forum events to be held;
- All of the above events to be co-ordinated by an external organisation ORS (Opinion Research Services) who are highly qualified and have conducted similar events in Dorset and Cambridgeshire;
- ORS have requested for a Member briefing session to advise councillors on the process for the public consultation to be used ahead of the consultation events;
- The consultation will be launched on 24 March 2017.

When the Chairman invited the Panel to comment on the proposals for the East Kent Merger as contained in the report, the following comments and points were raised:

- Would the approach to the consultation be same across the four local councils that are involved in the proposals?
- How would the selection for the respondents to the consultation survey be done?
- What would happen if one of the councils pulled out of the proposed project after the public consultation?
- Was the final decision to be made by Cabinet or Full Council?
- How did these proposals link with proposals for devolution?
- In the event of the merger going ahead would councils share each individual council's debt?
- What was the combined debt for the four local authorities?
- Was the Panel going to have another opportunity to review the proposals further down the process of the merger?
- Has inflation for the period in question been factored into the proposals (up to 2015)?
- There were growth rate reported in the business case of 19-27%. Where did Thanet sit on that scale and in what sectors were these figures in reference to?
- Would the electoral boundaries have been resolved by the time the election for the new council?
- Would the local Plan being drafted be put on hold until after the merger?

Members also made the following observations:

- The merger was a significant project which required time to think through the process;
- The process required a strategic leader to successfully steer the process through;
- The proposed timetable for the merger was too optimistic;
- There was a need to consider how this process related to devolution and the associated implications;
- There were potential contradictions between the proposed merger (amalgamation) and devolution;
- There was a need to provide some information on what the alternative to the merger was. There was nothing to compare the merger proposals against and so Members could only see one side of the argument;
- Some concern was raised that the section on the economy seemed to view Thanet as an area for future construction and manufacturing growth to the exclusion of tourism and leisure;
- There was the concern that housing development may be concentrated more in Thanet area after the merger.

In response to questions and comments from Members, Madeline Homer, Tim Willis (Director of Corporate Resources & S151 Officer) and Hannah Thorpe made the following points:

- The consultation approach would be the same across the four councils and there would be a pre-selection of residents to response to the survey questionnaire;
- Canterbury City Council would be procuring the service for the consultation on behalf of the four local councils;
- If one council pulled of the proposed merger process that would mark the end of the proposals as they were based on the business case for the four councils;
- Each council would consider responses to the consultation from its own area and make a decision;
- The results of the consultation were not legally binding but they were important for the process;
- The consultation would be held over eight weeks starting on the 24 March;

- The issue regarding the final decision was a constitutional issue which would be dealt with by each council. Officers were going to confirm the position after the meeting on whether the final decision will be made by Cabinet or Council;
- No confirmation had been made as yet on the implementation and recruitment to senior staff for the proposed council in early 2018;
- There were ongoing discussions around devolution at the request of Kent County Council and these were separate from the merger discussions being conducted by Thanet, Shepway, Dover and Canterbury;
- Devolution was a separate issue to the merger and was to be on a voluntary basis. It had been agreed that there were three work streams on devolution (i.e. community safety, public health and highways). These could potentially be delivered by the new single council after the merger;
- There were long term liabilities and long term assets that would be brought together to become the responsibility of the proposed single council (e.g long term liabilities for Canterbury were £215m as compared to £167m for Thanet. On the other hand long term assets for Canterbury were £505m as compared to £237m for Thanet);
- Section 151 Officers were working on more detail regarding the financial figures of the four councils to provide a clearer picture of the commitments to be taken over by the proposed single council. This would be provided in the coming months;
- The debt for each of the four councils would become the responsibility of the new single council;
- The timetable in the report was indicative and was still work in progress;
- The Panel would have another opportunity to review the proposals further;
  
- The four councils were in constant contact with the Department for Communities and Local Government (DCLG) and were also consulting solicitors on the amalgamation process to understand how this would work, as this was a new area of work for the councils and DCLG;
- Once the order had been made the councils would no longer be able to change their minds on the proposed merger;
- Any proposals related to devolution of functions to parish/town councils could only be carried out by officers after Council has given the officers the go ahead to put together the proposals for such an undertaking;
- The CEx would consider the request that information be provided, and discussions be held, on devolution by the Council and clarify the position;
- Great care would need to be taken when discussing the issues related to devolution. There was a need to make sure that local issues were not overshadowed by amalgamation. The governance issues around how the single council would work with parish/town councils needed to be discussed without creating a more costly structure;
- A shared services approach could be considered if the more optimum approach did not go ahead;
- There were implied 'go it alone' financial projections in the business case which could be used to evaluate the position if the merger proposals were not adopted;
- Officers were going to come back with information regarding where Thanet sat on the 19-27% growth rate reported in the business case;

- Comments regarding construction and manufacturing growth forecasts were in the appendix of the business case to provide some context and had been produced by Nathaniel Lichfield & Partners (an external consultant) and could therefore not be changed. The appendix was not part of the recommendations on the key issue being discussed;
- The Boundary Commission for England was expected to review the electoral boundaries in time for the election for the new single council (before April 2019);
- If timetable did slip and the Commission had not yet concluded their work, then the county boundaries would be used for the establishment of the new council, with an election based on the new boundaries the following year.

In concluding the debate, Members then agreed the following recommendations that:

1. In the timetable for implementing the merger project, where it refers to the 'Executive decision by cabinet of each council to proceed with project for a new East Kent Council (July 2017);' that decision should be made by Full Council;
2. In the timetable for implementing the merger project (Autumn 2017), the 'Final Decision' should be made by Full Council;
3. If there was an early recognition that the timescale for implementing the project was slipping, an early decision should be made by each of the participating councils to seek permission from the Department of Communities and Local Government to extend the current administration by a year;
4. The Overview & Scrutiny Panel be given an opportunity to review the process at the decision points highlighted in the timetable.

#### **106. ANNUAL OSP REPORT TO COUNCIL 2016/17**

The Chairman asked for comments from members of the Panel. In response one Member suggested that the pilot scheme for public speaking at Panel meetings should have been flexible enough to extend the deadline for members of the public to register to speak right up to the start of the meeting rather than three working days before the meeting. Mr Hughes advised that a report reviewing the public speaking trial would be considered by the Panel on 25 April 2017.

The Chairman then invited Members to contact him after the meeting with comments that he could consider including in the Annual Report. One Member was concerned that in the previous municipal year such comments were forwarded but some Members felt that those comments were not included in the final version of the report that went to Council.

There being no further comments the Panel noted and agreed that the report be forwarded to Full Council.

Meeting concluded: 8.45 pm

**RESPONSE OF CABINET TO RECOMMENDATIONS OF THE  
OVERVIEW AND SCRUTINY PANEL**

**Overview and Scrutiny Panel – 25 April 2017**

Report Author	<b>Committee Services Manager</b>
Portfolio Holder	<b>Cabinet Member for Corporate Governance Services</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Previously Considered by	<b>Cabinet – 9 March 2017 Overview and Scrutiny Panel – 26 January 2017</b>

**Executive Summary:**

This report is to let the Panel know how Cabinet at its meeting of the 9 March responded to the recommendations made by the Panel at its meeting on 26 January.

**Recommendation(s):**

To note the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising from this specific report. The financial implications regarding the wider issue are outlined in the report considered by cabinet attached at Annex 2 to this report.
<b>Legal</b>	There are no legal implications arising from this specific report. The legal implications regarding the wider issue are outlined in the report considered by cabinet attached at Annex 2 to this report.
<b>Corporate</b>	This report enables a feedback to Overview and Scrutiny Panel as regards the outcome of its recommendations to Cabinet and or Council.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.  Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	x
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	x
	Foster good relations between people who share a protected characteristic and people who do not share it.	x
There are no specific implications arising from this specific report.		

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	x

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	

## 1.0 Introduction and Background

1.1 When the Panel makes recommendations to Cabinet/Council, it is felt that the outcomes of those recommendations should formally be reported back to the Panel for its information.

## 2.0 The Current Situation

2.1 The Panel made recommendations to Cabinet at its meeting of the 26 January 2017 regarding a number of community safety matters. These recommendations were then considered by the Cabinet at its meeting of the 9 March. Cabinet's response to the recommendations is attached at Annex 1 to this report.

2.2 The panel cannot change the decisions made by Cabinet.

Contact Officer:	Nicholas Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance

### Annex List

Annex 1	Summary of O&S recommendations and responses from the Cabinet
Annex 2	Report considered by Cabinet at 9 March 2017

### Background Papers

Title	Details of where to access copy
None	N/A

### Corporate Consultation

<b>Finance</b>	Nicola Walker Finance Manager - HRA, Capital & External Funding
<b>Legal</b>	Tim Howes, Director of Corporate Governance

Overview and Scrutiny Panel Recommendations	Cabinet Decision	Council decisions
<b>Summary of Overview and Scrutiny Panel Recommendations to Cabinet</b>		
<p>1) Thanet District Council approach town councils in Thanet to request funding of £188 to finance one day per week, of EK Rape Crisis Centre counselling services if Thanet District Council will provide a room for the counselling sessions on a match funding basis;</p> <p>2) Approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet;</p> <p>3) A letter be written to the Police Crime Commissioner (PCC) to raise concern about the changes to policing in the area and write a letter advising the PCC that approaches were being made to town councils in Thanet to support the EK Rape Crisis Centre and inquire if the Commissioner was willing to work with town councils in this effort.</p>	<p>Cabinet agreed the following:</p> <p>1) To approach the Town Council's to consider if they are happy to support the provision of East Kent Rape Crisis service in Thanet by way of a monetary contribution;</p> <p>2) That approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet;</p> <p>3) To write to the police and crime commissioner outlining Thanet District Council's intent to ask Town Councils to fund East Kent Rape Crisis to provide additional services within Thanet and enquire if the Commissioner is willing to work with those Town Councils.</p>	None

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<b>Overview &amp; Scrutiny Panel Recommendations to Cabinet</b>
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Cabinet	<b>09 March 2017</b>
Report Author	<b>Penny Button, Head of Safer Neighbourhoods</b>
Portfolio Holder	<b>Councillor L. Fairbrass, Deputy Leader and Cabinet Member for Community Services</b>
Status	<b>For Decision</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Ward:	<b>Thanet Wide</b>

**Executive Summary:**

To consider recommendations made by the Overview & Scrutiny Panel regarding the provision of support for victims of sexual crime in Thanet that was scrutinised by the Community Safety Partnership Working Party.

**Recommendation(s):**

Cabinet is asked to approve the following recommendations:

- 1) Thanet District Council approach town councils in Thanet to request funding of £188 to finance one day per week, of EK Rape Crisis Centre counselling services if Thanet District Council will provide a room for the counselling sessions on a match funding basis;
- 2) Approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet;
- 3) A letter be written to the Police Crime Commissioner (PCC) to raise concern about the changes to policing in the area and write a letter advising the PCC that approaches were being made to town councils in Thanet to support the EK Rape Crisis Centre and inquire if the Commissioner was willing to work with town councils in this effort.

And the following recommendation from Officers:

- 4) Authorise officers to submit an application on behalf of council for funding from the Police and Crime Commissioners (PCC) victims specialist service grant. If successful, organise the funding arrangements for the counselling services with the other sub district councils.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	If Cabinet agree any other recommendations other than those mentioned within the body of this report there could be financial implications for the council in that any further commitment for Thanet District Council to provide funding will require the identification of a suitable funding source.
<b>Legal</b>	If Cabinet agrees to co-fund the counselling services to be provided by a third

	party, there is a need for an formal agreement to be signed which details out some of the roles for each of the signatories.								
<b>Corporate</b>	Council would need to ensure that any collaborative arrangement agreed with the sub district councils and the voluntary sector organisation will provide the service that the residents would be expecting. If the service is not what is expected by the public there may be a risk to the council's service delivery reputation.								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td>✓</td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td>✓</td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td>✓</td> </tr> </table> <p>The decision being requested in this report would assist individuals who would have been subjected to violent crime through the provision of counselling services. This service being to be provided by EK Rape Crisis Centre would be an extension of the same service that the organisation is already providing to local residents in need, with main difference being that this facility would offer an outreach service that can be easily accessed by Thanet residents in need of help.</p> <p>If agreed Thanet District Council would have gone a long way in supporting its neighbourhoods, promoted open communication and contributed to the elimination of harassment and victimisation of members of the local community.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓								
Advance equality of opportunity between people who share a protected characteristic and people who do not share it	✓								
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

1.1 The Overview & Scrutiny Panel was asked by the Community Safety Partnership Working Party to consider a set of recommendations that were drawn up as a result

of the discussions by Members regarding a topical issue on how the council could assist victims of sexual crime in the area.

- 1.2 Over two meetings the Community Safety Partnership Working Party received presentation from Kent Police to understand the type of offences reported and the complexities of investigation as well as from external agencies who provide support to victims.

## **2.0 The Current Situation**

- 2.1 The Panel considered the recommendations from the sub group and approved these for onward submission to Cabinet. The recommendations were as detailed below:

- a) Thanet District Council approach town councils in Thanet to request funding of £188 to finance one day per week, of EK Rape Crisis Centre counselling services if Thanet District Council will provide a room for the counselling sessions on a match funding basis;
- b) Approaches are made to the 'Place To Be' to provide their free children services to schools in Thanet;
- c) A letter be written to the Police Crime Commissioner (PCC) to raise concern about the changes to policing in the area and write a letter advising the PCC that approaches were being made to town councils in Thanet to support the EK Rape Crisis Centre and inquire if the Commissioner was willing to work with town councils in this effort.

- 2.2 Although the recommendations made specific reference to town councils, Members did in effect agree that that an approach could also be made to parish councils as well as the town councils. They also noted that Margate Charter Trustees could not be approached to contribute as they do not have legal authority to make such contributions.

- 2.3 The Panel meeting was advised by one councillor that Ramsgate Town Council's Finance & General Purposes Committee had recommended that the town council sets aside circa £10,000 per year for the provision of the counselling services to be provided by the EK Rape Crisis Centre.

- 2.4 The Member also indicated that the committee had further recommended that other councils could be invited to provide support towards that budget if they wanted their residents to access the service in Ramsgate.

- 2.5 Confirmation on the Ramsgate Town Council position on the matter was received from the Deputy Town Clerk who confirmed that the council had agreed the set aside circa £10,000 for 2017/18 only.

- 2.6 The Community Safety Partnership Working Party was advised by officers at the meeting on 06 February 2017 that the Kent Police & Crime Commissioner had allocated a pot of £500,000 for victims' specialist service that councils can apply for funding for local community safety initiatives in this financial year. The deadline for the applications (which are up to a maximum of £35,000) was 03 March 2017. In response, Members asked officers to expedite an application for Thanet through the Executive.

- 2.7 If an application was successful, such funding could assist with paying for the counselling service initiatives discussed above. It might be that by the time the issue

is considered at a Cabinet meeting, officers would have been authorised to submit an application on behalf of Thanet District Council, an update on this will be provided at the meeting.

- 2.8 The contribution from Thanet District Council will be the provision of officer support in establishing a formal agreement, there is no monetary contribution. Whilst Thanet District Council may offer rooms for the sessions to be held in, work will need to be undertaken with any service provider on the suitability of location.

### 3.0 Options

#### Option 1

- 3.1 Cabinet could agree the Panel recommendations.

#### Option 2

- 3.2 Cabinet could agree the principle of the recommendations from the Panel, but suggest a different approach to funding such as counselling service and further explore what appears to be an offer to take the lead in co-ordinating the provision of the service by Ramsgate Town Council.

#### Option 3

- 3.3 Cabinet could reject the recommendations, in which case no further action is required.

### 4.0 Next Steps

- 4.1 If Cabinet agrees the recommendations from the Overview & Scrutiny Panel, correspondence will be initiated with the Parish/Town Councils to ascertain the level of support for the request service to the District.
- 4.2 If the Parish/Town Councils are agreeable to the proposed arrangement for a support counselling service to be accessed by the residents in need, then the arrangements will be confirmed in a formal agreement between the participating councils, committing themselves to the arrangement.

Contact Officer:	Penny Button, Head of Safer Neighbourhoods, ext 7425
Reporting to:	Rob Kenyon, Director of Community Services ext 7071

### Annex List

None	N/A
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### Background Papers

Title	Details of where to access copy
None	N/A

### Corporate Consultation

<b>Finance</b>	Nicola Walker, Finance Manager, - HRA, Capital & External Funding
<b>Legal</b>	Tim Howes, Director of Corporate Governance & Monitoring Officer

**REVIEW OF PUBLIC SPEAKING AT OVERVIEW AND SCRUTINY PANEL MEETINGS**

Overview and Scrutiny Panel **25 April 2017**

Report Author **Committee Services Manager**

Portfolio Holder **Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance**

Status **For Decision**

Classification: **Unrestricted**

Key Decision **No**

Previously Considered by **Constitutional Review Working Party – 8 June 2016  
Standards Committee – 28 June 2016  
Council – 14 July 2016**

**Executive Summary:**

This report summarises the trial of public speaking at Overview and Scrutiny Panel meetings. It outlines the number of people that spoke at meetings of the panel and the subjects they spoke on, the experience of Democratic Services in administering the scheme and allows the Panel to express their views on whether they felt public speaking added value to the Scrutiny process. It then allows the Panel to express a view as to whether they feel the trial should be extended.

**Recommendation(s):**

The Panel could:

- 1) Choose to express the view that the trial should be extended for a further period of time (suggested above to be a year).
- 2) Note the report and take no further action.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications to the report.
<b>Legal</b>	Under section 37 of the Localism Act 2011, the Council must prepare and keep up to date a constitution. Whether to allow public speaking or not is a matter for the Council to determine.
<b>Corporate</b>	Introducing public speaking to committees relates directly to the Council Value 3: Promoting open communications.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a

	<p>protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td> </tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td> <td></td> </tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td> <td></td> </tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td> <td style="text-align: center;">✓</td> </tr> </table> <p>Introducing public speaking has opened up the Council's decision making process and allowed more people to engage in the democratic process. If the scheme is continued the Council would continue not discriminate or restrict the ability to speak at meetings for any of the protected groups and would always try to accommodate requests for additional help where possible.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,		Advance equality of opportunity between people who share a protected characteristic and people who do not share it		Foster good relations between people who share a protected characteristic and people who do not share it.	✓
Please indicate which aim is relevant to the report.									
Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,									
Advance equality of opportunity between people who share a protected characteristic and people who do not share it									
Foster good relations between people who share a protected characteristic and people who do not share it.	✓								

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

1.1 This report reviews the trial of the public speaking at Overview and Scrutiny Panel meetings and allows the Panel to recommend that it either continues or ends.

## 2.0 The Public Speaking Trial

2.1 Full Council agreed at its meeting on 14 July 2016 to amend the council's constitution to allow a trial of public speaking at meetings of the Overview and Scrutiny Panel to take place. The report explained that a review of the scheme would be scheduled for Spring 2017 and part of this the views of the Overview and Scrutiny Panel would be sought.

2.2 The scheme allowed Members of the public to register to speak for a maximum of three minutes on any item under discussion by the Panel. The trial period covered O&S meetings on 16 August, 25 October, 21 November, 13 December, 26 January and 14 February.

2.3 Only two members of the public have taken up the opportunity to speak to the Panel; these were on the subjects of the Thanet Local Plan consultation and Fulfilling Thanet's growth and development opportunities.

2.4 The communications team have been publicising the ability to speak at Overview and Scrutiny Panel meetings via Twitter through the trial period and especially so after Christmas.

2.5 It is self-evident that the level of take up has been disappointing. However, anecdotally the evidence from those people who have taken the opportunity to speak has been good and they appreciated the opportunity to share their views on the matters under discussion.

**3.0 What happens next?**

3.1 Whilst there is little evidence to suggest that the trial has been a success there is little to no evidence to say that it has been a failure. It is the view of Democratic Services that the scheme was straightforward to administer and did not take up much officer time. Whilst it is for members to form a view regarding the conduct and flow of meetings when there was public speaking, it is the view of Democratic Services that the flow of the meetings were not adversely affected by the addition of public speaking.

3.2 The view of Democratic Services is that there is no evidence from the trial to support the expansion of public speaking to other committees at TDC not already covered by their own public speaking rules. However Democratic Services believe that an extension of the trial for a further year could be justified as more people become aware of the ability to speak, the positive response of those that did speak and the minor levels of Democratic support needed to run the scheme.

3.3 The Panel could however take the view that the evidence provided does support any extension of the scheme. If this is the case then the Panel should simply note the report, as the amendments that were made the Council's constitution to allow for the trial were time limited and so not further action would be needed.

**4.0 Options**

- 4.1 The Panel could:
- 1) Choose to express the view that the trial should be extended for a further period of time (suggested above to be a year).
  - 2) Note the report and take no further action.

**5.0 Next Steps**

5.1 If the Panel wishes to further extend the trial then Democratic Services will write a report to Council asking that the trial be continued for another year, making the views of the Panel known.

Contact Officer:	Nicholas Hughes, Committee Services Manager
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

**Annex List**

None	N/A
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**Background Papers**

Title	Details of where to access copy
None	

## Corporate Consultation

<b>Finance</b>	Nicola Walker, Finance Manager - HRA, Capital & External Funding
<b>Legal</b>	Tim Howes, Director of Corporate Governance and Monitoring Officer

**REVIEW OF OVERVIEW AND SCRUTINY PANEL WORK  
PROGRAMME FOR 2016/17**

Overview and Scrutiny Panel **25 April 2017**

Report Author **Committee Services Manager**

Portfolio Holder **Councillor Crow-Brown, Cabinet Member for Corporate Governance**

Status **For Decision**

Classification: **Unrestricted**

Key Decision **No**

Ward: **Thanet Wide**

**Executive Summary:**

The purpose of this report is to update Panel Members on the progress regarding the work of the Panel, most of which is undertaken through three working parties. This report reviews the work programme for 2016/17.

**Recommendation(s):**

1. Members are requested to note the report.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report. However, if Cabinet agree any other recommendations other than those mentioned within the body of this report there could be financial implications for the council in that any further commitment for Thanet District Council to provide funding will require the identification of a suitable funding source.
<b>Legal</b>	There are no legal issues arising directly from this report.
<b>Corporate</b>	The work programme should help to deliver effective scrutiny. An active Scrutiny programme is part of good governance and will, ultimately, underpin the Council's use of resources assessment.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p>

	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	✓
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
	There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure service delivery matches these. It should also be noted that a review to be conducted by one of the working parties focuses on protecting vulnerable individuals of the local community from violence.	

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 This report allows Members to review the Overview and Scrutiny Panel work programme agreed at the Annual Panel meeting on 24 May 2016. The Panel reconstituted the Community Safety Partnership Working Party, Corporate Performance Review Working Party and Electoral Registration Process Review Working Party. This is an update of the work programme since the previous meeting held on 14 February 2017.
- 1.2 Table 1 in Annex 1, highlights some of the key agenda items for future Overview & Scrutiny Panel meetings for 2017/18. The items are sourced from the Forward Plan, Table 2 shares brief progress comments for each sub group are in subsequent.
- 1.3 Annex 2 provides information on the current scrutiny reviews. Chairmen and members of the working parties could provide additional comments during the debate of this item at the Panel meeting.
- 1.4 Annex 3 reflects the current priority table for proposed scrutiny review topics.

## 2.0 Community Safety Partnership Working Party

- 2.1 The working party has met twice since the last time the panel considered a work programme report. They met on 06 February to consider an officer report on “Anti-Social Behaviour tools and powers usage in Thanet” and again on the 27 March to consider “Rough Sleeping in Thanet – issues relating to homelessness and antisocial behaviour”.

## 3.0 Corporate Performance Review Working Party

- 3.1 The sub group met on the 14 February where it discussed the Quarter 3 Corporate Performance Report, the East Kent Quarter 3 Corporate Performance Report and the East Kent Quarter 3 Corporate Performance Report.

#### 4.0 Dreamland Working Group

- 4.1 The Panel set up the Dreamland Working in response to the report that was presented to the Members on 13 December 2016.
- 4.2 The sub group met on 13 March where the group discussed the post Implementation Review of Dreamland Phase One - Lessons Learned.
- 4.3 The working group would continue to work towards completing the review within four meetings before reporting to the Panel, the next meeting being the third of four.

Contact Officer:	Nick Hughes, Committee Services Manager, Ext: 7208
Reporting to:	Tim Howes, Director of Corporate Governance and Monitoring Officer

#### Annex List

Annex 1	Sub group activities and key agenda items updates
Annex 2	Current scrutiny reviews
Annex 3	Priority Table for proposed scrutiny reviews

#### Background Papers

Title	Details of where to access copy
None	N/A

#### Corporate Consultation

<b>Finance</b>	Nicola Walker Finance Manager - HRA, Capital & External Funding
<b>Legal</b>	Tim Howes, Director of Corporate Governance and Monitoring Officer

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The table is sub-divided in order to illustrate the suggested nature of the work involved:

- a) **Standing Working Party** – a formal sub-committee which will report its findings back to the Panel for recommendation onto the executive.
- b) **Presentations** – these are presentations to the Panel that will allow the Panel to consider whether any further work should be undertaken and a specific item included in the Panel’s work programme.
- c) **Watching briefs** – possible additions to the work programme dependent upon any changes in the status of these items.

\*NB: The Independent Group has been unable to assign a member from their Group to the Corporate Performance Review Working Party.

<b>Table 1 – Current OSP Work Programme for 2016/17</b>		
<b>Overview &amp; Scrutiny Panel Meeting Date</b>	<b>Indicative Agenda Items</b>	<b>Issue Source</b>
25 April 2017	Cabinet Member Presentation - new Anti-Social Behaviour Tools	
	Cabinet/Council Responses to OSP Recommendations	Corporate Governance Agenda Item
	Review of OSP pilot public speaking scheme	Corporate Governance Agenda Item
	Review OSP Work Programme for 2016/17	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
23 May 2017	Establishing 2017-18 OSP Work Programme	Standing Agenda Item
	Agree draft terms of reference of each of the newly established sub committees	Standing Agenda Item
	Agreeing Membership for the sub committees	Standing Agenda Item
	Forward Plan & Exempt Cabinet Report List	Standing Agenda Item
15 August 2017	TBC	
24 October 2017	TBC	

**Table 2 – Current Sub-Group Progress and Watching Briefs Updates for 2016/17**

<b>Sub Group/Issue</b>	<b>Composition/ Members</b>	<b>Lead Officer</b>	<b>Comment on Progress</b>	<b>Status</b>
<b>Date of Establishment</b> <b>01.10.09</b> Community Safety Partnership Working Party	Cllr Curran (Chairman) Cllr Campbell Cllr Dixon Cllr Falcon Cllr Hayton Cllr Martin Cllr M. Saunders	Penny Button;  Jessica Bailey	The group received a presentation on “Anti-Social Behaviour tools and powers usage in Thanet” at its meeting on 6 February and a presentation on “Rough Sleeping in Thanet – issues relating to homelessness and antisocial behaviour” at its meeting on 27 March.	On going
<b>Date of Establishment:</b> <b>28.05.08</b> Corporate Performance Review Working Party	Cllr Campbell (Chairman) Cllr Connor Cllr Curran Cllr Dennis Cllr Dexter Cllr Jaye-Jones Vacant (Independent Group)*	Tim Willis	The working party met on 14 February and received Qtr.3 performance reports from TDC, EK Services (including EKHR) and EK Housing. Their next meeting, subject to the panel being re-established for the 17/18 municipal year would be on 27 June.	On going
<b>Date of Establishment:</b> <b>13.12.16</b> Dreamland Working Group	Cllr Ashbee Cllr Bayford Cllr Dennis Cllr Dixon Cllr Campbell Cllr Martin Cllr Rusiecki	Madeline Homer	The sub-group met 2 February and then again on 13 March. Members asked for further information and that is being collated. Due to the amount of information requested, the next meeting of the group is on a date to be confirmed.	On going
<b>Presentations</b>				
2017/18 Presentations by Portfolio Holders and Directors of Services	N/A	All Portfolio Holders and Directors		

<b>Watching Brief Items</b>				
05 December 2013: Full Council Referral of a Petition to OSP - QEQM Hospital A&E	OSP	Penny Button	<p>OSP forwarded the response from the Chairman of the KCC Health Overview &amp; Scrutiny Committee to Full Council on 15 October 2015 and Members noted the report.</p> <p>The Panel also agreed to keep a watchful brief to monitor the progress by EKHUFT towards developing the new clinical strategy for the region whilst maintaining a special interest on its implications for Thanet District.</p> <p>An initial public consultation for a Health and Social Care Sustainability and Transformation Plan (STP) was launched by EKHUFT, social care and public partners in Kent and Medway on 13 October 2016 and ended on 23 December.</p> <p>As a result of this development, the QEQM Hospital Cabinet Advisory Group met on 13 December and drafted a response to this consultation. This was forwarded to EKHUFT by officers on behalf of council.</p> <p>Members were advised that a follow-up consultation will be conducted mid</p>	OSP keeping a watching brief on the issue.

			this year to finalise the reform proposals.	
Proposed review of the Winter Gardens as a major events venue	OSP	Head of Economic Development & Asset Management	<p>On 18 August 2015, Panel Members agreed to maintain a watching brief on the issue and to await the completion of the current tenancy agreements review being conducted by the Executive. Members may wish to note that an item on 'Asset Management Plan' was considered and recommended to Cabinet by the Panel on 14 February 2017 and thereafter Cabinet adopted the Plan on 9 March 2017.</p> <p>There being no further issues to consider regarding this matter it is suggested that the item be dropped from the watching brief section.</p>	It is recommended that this issue is taken off the OSP watching brief.

**Annex 2**

**Current Scrutiny Reviews**

<b>Review</b>	
<b>Chairman</b>	
<b>Membership</b>	
<b>Lead Officer</b>	
<b>Administrator</b>	
<b>Scope</b>	
<b>Present position</b>	
<b>Expected completion date</b>	

NB: Currently there are no scrutiny reviews

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### Annex 3

#### **Prioritising Scrutiny Review Topics – Scoring Matrix**

It is anticipated that there will be many topics suggested to be the subject of Scrutiny reviews and to the people that suggested them they will be the most important subject to be considered, however this cannot be a way to prioritise review topics. In order to manage the work load more effectively, there can only be one scrutiny review to be run concurrently with the working party activities at any one time.

In order to ensure fairness Democratic Services have created a framework that all suggested topics should be scored against. This will ensure that all topics are treated fairly and make the reasoning behind the order in which Scrutiny Reviews are undertaken clear and transparent.

The framework contains six criteria that each topic suggestion will be scored against. Democratic Services in conjunction with the Chairman of the Overview and Scrutiny Panel will then score the topic on each of these criteria out of 20 giving a total score out of 120. The scores are then forwarded to the Corporate Management Team (CMT) for approval and to assist them in the planning of resource allocation to the suggestions made. The list will then be sent to the Chairman for his information.

The five criteria will be:

- Is the topic related to a priority or value within the Council's Corporate Plan?

**Yes** – The topic directly relates to one of the three Priorities or three Values – 20 points;

**Partially** – The topic can be related to one of the three Priorities or three Values – 10 points;

**No** – The topic doesn't relate to the one of the three Priorities or three Values – 0 points.

- Is the topic of high public concern?

**Yes** – the matter is of high public concern, it is a public facing service and it has been the subject of questions/petitions at Council in the last two months and/or a group or representative group have been in touch with the Chairman of the Panel regarding this issue. – 20 points;

**Partially** – The matter is of some public concern, it is a public facing service, but hasn't been the subject of questions/petitions at Council in the last two months and/or a member of the public has been in touch with the Chairman of the Panel regarding this issue. – 10 points;

**No** – The matter is not of public concern, it relates to back office function and has not been the subject of recent public comment – 0 points.

- Is the topic currently underperforming as per the Council's quarterly performance monitoring?

**Yes** – the performance indicator is currently red – 20 points;

**Partially** – the performance indicator is currently orange – 10 points;

**No** – the performance indicator is currently green – 0 points.

- Will the topic result in recommendations that save that Council money or generate income?

**Yes** – There is definitely scope for recommendations as a result of the review for the Council to save money or generate income – 20 points;

**Maybe** – There is potentially scope for recommendations as a result of the review for the Council to save money or generate income;

**No** – The suggested topic is not about a topic that could result in monetary savings or income generation – 0 points.

- How long has the suggestion been on the list?

More than 12 months – 20 points;  
Between six and 12 months – 10 points;  
Less than six months – 0 points.

- Review Type: What are the officer resource implications?

1 Day – 4 weeks Review: **limited officer resource allocations required** for a successful review – 20 points;  
More than 4 weeks and up to 3 months – **significant officer resource allocations required** for a successful review – 10 points;  
More than 3 months: **very significant officer resource allocation required** for a successful review – 5 points.

### **The Scoring Table**

Each suggested topic will then be entered into a table with their score, the higher the score the higher up the table that topic will be and the sooner that topic will be undertaken. This table will be included in the work programming report at every Overview and Scrutiny Panel meeting to allow the panel to see what topics will be considered next. Democratic Services will also recheck the scores each time the work programming report is created in order to ensure that the scores reflect the time each suggestion has been on the list.

A copy of the scoring table is shown on the following page.

In addition to the scoring table Democratic Services will also include the following summary table in each work programming report. This allows the Panel to see the progress of the current scrutiny review.

### Scrutiny Review Prioritisation Table

Title of the Scrutiny Review & Review Type (resource implications)		Date added to the scoring table	Membership	Is the topic related to a priority or value within the Council's Corporate Plan?	Is the topic of high public concern?	Is the topic currently under-performing as per the Council's quarterly performance monitoring?	Will the topic result in recommendations that save that Council money or generate income?	Time on the list?	Implications for officer resource allocation	Total	Rank
Title	Review Type										
Example topic 1	+3 months review	21/07/16		20	20	10	10	0	5	65	1 <sup>st</sup>
Example topic 2	1 day review	16/07/26		10	0	0	20	0	20	50	2 <sup>nd</sup>

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**FORWARD PLAN AND EXEMPT CABINET REPORTS LIST**

Overview and Scrutiny Panel	<b>25 April 2017</b>
Report Author	<b>Senior Democratic Services Officer</b>
Portfolio Holder	<b>Councillor Crow-Brown, Cabinet Member for Corporate Governance</b>
Status	<b>For Information</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
Reasons for Key	<b>N/A</b>
Previously Considered by	<b>None</b>
Ward:	<b>Thanet Wide</b>

**Executive Summary:**

To update Panel Members on the revised Forward Plan and Exempt Cabinet Reports List (hereby referred to as the Forward Plan) of key decisions and allow the Panel to consider whether it wishes to be consulted upon any of the items.

**Recommendation(s):**

Members' instructions are invited.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	There are no financial implications arising directly from this report.
<b>Legal</b>	There are no legal implications arising directly from this report.
<b>Corporate</b>	The Forward Plan is a publication of key decisions, policy framework.
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p>

	Please indicate which aim is relevant to the report.	
	Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	
	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	
	Foster good relations between people who share a protected characteristic and people who do not share it.	✓
There no equity and equalities issues arising directly from this report but the Council needs to retain a strong focus and understanding on issues of diversity amongst the local community and ensure that policy decisions being made and service delivery to residents match these.		

<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	
Promoting inward investment and job creation	
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	
Promoting open communications	✓

## 1.0 Introduction and Background

- 1.1 The law requires that the Council regularly publish a Forward Plan of Key Decisions. Thanet's Forward Plan and Exempt Cabinet Report List is updated monthly and published on the Council's internet site [www.thanet.gov.uk](http://www.thanet.gov.uk)
- 1.2 The aim of the Forward Plan is to allow the general public and Council Members to see what decisions are coming up over the next few months and how they will be handled i.e. whether a decision will be taken by Cabinet or Council, and whether there will be input from Overview & Scrutiny during the process.
- 1.3 Overview & Scrutiny receives an updated copy of the Forward Plan at each Panel meeting. The Panel can identify any item on the Forward Plan to be added to the Overview and Scrutiny work programme in order to be scrutinised further. A copy of the latest version of the Forward Plan is attached at Annex 1 to the report.
- 1.4 Members may wish to note that the new The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires that the Council gives 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

Contact Officer:	Charles Hungwe, Senior Democratic Services Officer, Ext 7186
Reporting to:	Nick Hughes, Committee Services Manager, Ext 7208

### Annex List

Annex 1	Forward Plan & Exempt Cabinet Reports List
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### Background Papers

<b>Title</b>	<b>Details of where to access copy</b>
None	N/A

**Corporate Consultation**

<b>Finance</b>	Ciara Feeney, Head of Legal Services & Deputy Monitoring Officer
<b>Legal</b>	Matt Sanham, Financial Services Manager

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## FORWARD PLAN AND EXEMPT CABINET REPORT LIST

**05 APRIL 2017 TO 30 NOVEMBER 2017**

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

### Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet's behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council's budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as "key" if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as "other".

### Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Committee Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, [nicholas.hughes@thanet.gov.uk](mailto:nicholas.hughes@thanet.gov.uk), telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

At least 5 clear (working) days before the meeting, the Council will publish on its website a notice giving details of representations received about why the meeting should be open to the public and a statement of its response.

The Plan represents a snapshot of decisions in the system as at the date of publication. It is updated 28 clear days before each meeting of Cabinet. The Plan is available for inspection at all reasonable hours free of charge at Thanet Gateway Plus, Cecil Street, Margate, Kent CT9 1RE.

### Availability of documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Plan will be available from Thanet Gateway Plus, Cecil Street, Margate, Kent CT 9 1RE. Other documents relevant to those matters may be submitted to the decision makers; if that is the case, details of the documents as they become available can be requested by telephoning Democratic Services on 01843 577500 or by emailing [committee@thanet.gov.uk](mailto:committee@thanet.gov.uk).

The documents listed in the Plan will be published on the Council's website at least five clear (working) days before the decision date. Other documents will be published at the same time or as soon as they become available.

The Cabinet comprises the following Members who have responsibility for the portfolio areas shown:

Councillor Chris Wells

Councillor Lin Fairbrass

Councillor Derek Crow-Brown

Councillor John Townend

Councillor Suzanne Brimm

Councillor Hunter Stummer-Schmertzing

Leader of the Council

Deputy Leader of the Council and Cabinet Member for Community Services

Cabinet Member for Corporate Governance

Cabinet Member for Financial Services and Estates

Cabinet Member for Operational Services

Cabinet Member for Regeneration and Enterprise Services

## 05 April 2017 to 30 November 2017

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
New on and off street parking schemes	New phase in a selection of on and off parking schemes.	1.Cabinet 2.Trevor Kennett, Interim Head of Operational Services	Councillor Suzanne Brimm, Cabinet Member for Operational Services	27 Apr 17	Budget setting		Cabinet report
Asset Disposals	Selling or transferring of ownership of property/land currently owned by the Council	1.Cabinet 2.Matthew Hill, Head of Asset Management	Councillor John Townend, Cabinet Member for Financial Services and Estates	27 Apr 17	Key	The exemption will be with regards to the item on disposal of Westcliffe Hall - Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
To introduce a Risk Based Verification policy for the administration of Housing Benefit / Council Tax Support claims	TDC introducing a policy which governs the amount & type of information that a benefit applicant has to supply to evidence their claim when claiming HB/CTS based on risk factors.	1.Cabinet 2.Andrew Stevens, Assistant Director (Customer Delivery) EK Services Tel: 01227 862101	Councillor John Townend, Cabinet Member for Financial Services and Estates	15 Jun 17	Key	Part restricted and not for publication under Para 7 (information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime). The RBV policy contained with the Annex to the report must be confidential under instruction from the DWP.	Cabinet report
To decide on the future capital development of the Council's CCTV system	To decide on which option should be pursued by officers for the future provision of the Council's CCTV service.	1.Cabinet 2.Trevor Kennett, Interim Head of Operational Services	Councillor Suzanne Brimm, Cabinet Member for Operational Services	15 Jun 17	Non-Key	Commercially sensitive information from suppliers on costings for development of the system	Cabinet report
To approve the parking strategic delivery plan 2017-2020	To agree the Council's parking delivery strategy	1.Cabinet 2.Trevor Kennett, Interim Head of Operational Services	Councillor Suzanne Brimm, Cabinet Member for Operational Services	15 Jun 17	Non-Key	Commercially sensitive information from suppliers on costings for development of the system.	Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
2016/17 Performance report	Out turn report for the financial year	1. Corporate Performance Review Working Party  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	27 Jun 17  27 Jul 17	Non-Key		CPRWP report Cabinet report
2016/17 Finance report	Out turn report for the financial year	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	27 Jul 17	Non-Key		Cabinet report
Quarter 1 Budget monitoring report	Update on the budget position and forecast for the year	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	27 Jul 17	Non-Key		Cabinet report

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Quarter 2 Budget monitoring report	Update on the budget position and forecast for the year	1.Cabinet 2.Councillor John Townend, Cabinet Member for Financial Services and Estates	Councillor John Townend, Cabinet Member for Financial Services and Estates	16 Nov 17	Non-Key		Cabinet report

## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....  
.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.